

PERS 79-6815

27 NOV 1979

MEMORANDUM FOR: Senior Directorate Personnel Officers

STATINTL FROM : [REDACTED]
Chief, Staff Personnel Division

SUBJECT : 1980 Presidential Management Intern Program

1. We have been asked to provide to the Office of Personnel Management (OPM) a preliminary estimate of the number of new interns the Agency expects to hire for the 1980 program. Attached is information concerning the program for your review and appropriate distribution. This program is designed to attract to federal service men and women who hold recent graduate degrees in the field of public management. The interns are to be provided experience in at least three of the following management areas: personnel, budget and finance, procurement, information systems, and program analysis. While the interns all have graduate degrees in the public administration field, some in the past have had undergraduate degrees in engineering which might be of interest.

2. The Agency has participated in this program for the past two years and now has three interns on duty. For the current programs, the interns (one in 1978; two in 1979) were programmed for rotation within the DDA for the first year with options for the second year left open. The first intern is now serving a tour in NFAC with the understanding that he may elect to remain in that field if he is acceptable to NFAC. The second year plan for the 1979 interns has not yet been developed.

3. It is requested that you advise me by 4 December of your Directorate's interest in participating in this program; and if interested, the number of interns you might wish to hire and a brief description of the targetted position.

STATINTL

[REDACTED]

Distribution:

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1 - DCI

1 - NFAC/Pers

1 - DDA

1 - DDO

1 - DD/S&T

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1 - Subject File

STATINTL OP/SPD/ [REDACTED] gp/3800(27Nov79)

Presidential Management Intern Program

Resumé

The Presidential Management Intern Program is designed to attract to federal service men and women who hold recent graduate degrees in the field of public management. Each year, beginning in 1978, the program makes available about 250 two-year internships. Nominees who successfully complete the initial screening and selection process are referred to participating agencies for placement in administrative positions at the initial grade of GS-9. At the end of successful internships, participants may be converted to career status without further competition.

Presidential Management Intern Program

Fact Sheet

Background

The Presidential Management Intern Program (PMIP) was established in 1977 to attract to federal service men and women of exceptional management potential who hold recent graduate degrees in the field of public management. Each year, beginning in 1978, the program makes available about 250 two-year internships. The program is administered by the Bureau of Intergovernmental Personnel Programs of the U. S. Office of Personnel Management.

Eligibility

Candidates must be U. S. citizens who have received or expect to receive during the current academic year a graduate degree with a concentration in public management. They must be nominated by the dean of a qualifying graduate school.

Schedule

November/December
January

- Nomination of candidates
- Agencies provide information on types of positions available and number of interns desired (See attachment for format)

January/February
March

- Screening of nominees
- Finalists announced; finalist information sent to Agencies

March - May
by 1 June
1 July (approximately)
mid-July

- Referral/placement process
- Placements complete
- Assignments begin
- Orientation

Nomination/Selection Process

Candidates are nominated by the deans or department heads of qualifying graduate schools. Candidates are screened by regional screening panels, following which the office of Presidential Management Internships selects 250 finalists and a small group of alternates. Finalists are then referred to federal agencies, which determine the selection and appointment of interns.

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Appointment of Interns

All initial appointments are at Grade GS-09, Step 1. Positions are located throughout the United States and are in the field of public management/administration.

Financial Obligations

Each participating agency is responsible for the following program costs:

1. Salary of intern
2. Expenses incurred for selection; e.g., travel reimbursement for interview
3. Education/training expenses; i.e. reimbursement of approximately \$1,200 per year for program-related workshops.

Intern Benefits and Promotion

Interns are covered by civil service retirement, accrue sick and annual leave based on length of service, and are eligible for federal life insurance and health benefits.

Participants may be promoted during their internship. At CIA, they are eligible for promotion to GS-10 at the end of nine months and to GS-11 after 18 months of internship.

Internship and Career Development

Internships normally start around 1 July and end 30 June of the second year. Interns may be allowed to start assignments prior to completion of all graduate degree requirements, but no intern will be allowed to remain in the program if all degree requirements are not completed by 31 August. Interns will be evaluated throughout the two-year period, and at the end of successful internships, they may be converted to career status without further competition.

During each year, a total of nine days (six one-day sessions and a three-day workshop) is set aside for intern discussion sessions. The focus of this education program is program management in the federal government.

All interns are required to have exposure to several management areas during their internship. An individually tailored, two-year development plan will be created by each intern and his or her supervisor(s), in conjunction with the Agency's PMIP Coordinator. The plan will define the intern's core assignment (that function into which the intern was hired or is most likely to be converted) as well as at least three

management areas in which the intern will acquire a working familiarity. Examples of management areas are personnel, budget and finance, procurement, information systems and program analysis. Familiarity in these areas can be achieved through rotation, project assignment within the core office, or task force assignment and will normally cover about six to eight months of the internship period.

CENTRAL INTELLIGENCE AGENCY
Number of Positions for 1979 PMI's: 3
Number of 1978 PMI's employed: 1

The Central Intelligence Agency is responsible for collecting, evaluating, and reporting on foreign intelligence. The PMI will report to the Career Management Officer of the Directorate of Administration, which is composed of the Offices of: Personnel, Logistics, Finance, Security, Training, Communications, Medical Services and Data Processing. In addition to formal courses in the Agency, the Intern, depending on his or her interests, will rotate to three of the above offices for on-the-job training and work experience. At the end of the first year, the Intern, in conjunction with the Career Management Officer, will decide whether to remain with one of the offices selected for rotational assignment, or to become a general administrative officer. In addition to course work in general administration and specialized course work related to one or two of the above offices, we seek candidates with a strong interest in the international area as demonstrated by undergraduate majors in such disciplines as international relations, political science, history, and who have lived overseas.

SUMMARY OF 1979 POSITIONS				
POSITION	NO.	REQUIRED EXPERTISE (IF ANY)	LOCATION	CONTACT
Admin. Officer	3	Admin., Personnel, Accounting, Data Processing, & Intl. Relations	Washington, D.C.	[REDACTED] STATINTL

AGENCY CONTACT(S)	
PMIP COORDINATOR: [REDACTED]	(703) 351-1100 x370 STATINTL

AGENCY GUIDANCE TO PMI FINALISTS
The top three CIA finalists may be invited to Washington at Agency expense for interviews by the Coordinator and Administrative Directorate Career Management Officer. Upon selection, a detailed (17 pages) Personal History Statement must be completed for use in the necessary security investigation, which takes about 90 days. A complete medical examination and security interview must be completed at Agency expense in Washington.

SUBJECT: (Optional) 1980 Presidential Management Intern Program

STATINTL

FROM: [REDACTED] C/SPD 806 Ames		EXTENSION 3800		NO. PERS 29-6815
				DATE 27 November 1979
TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
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